

अण्डमान तथा
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अण्डमान तथा निकोबार प्र' ासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय / SECRETARIAT

NOTIFICATION

Port Blair, dated the 22nd February, 2011

No.69/2011/F. No. 1- 43/2010-UD.— In exercise of the powers conferred under Sub-Section 2(a) of Section 203 of the Andaman and Nicobar Islands (Municipal) Regulation, 1994 and in supersession of earlier Recruitment Rules framed to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby proposes to make the following Rules regulating the method of Recruitment to group 'B & C' posts of **Sanitary Officer, Sr. Sanitary Inspector, Sanitary Inspector, Sr. Sanitary Supervisor, Sanitary Supervisor and Sanitary Jawabdar** borne in the Establishment of Port Blair Municipal Council, A&N Administration.

Suggestions/objections, if any, on these rules may be furnished to the Commissioner-cum-Secretary (UD), Secretariat, Andaman & Nicobar Administration, Port Blair within a period of 30 days of its publication in The Daily Telegrams.

1. Short title and commencement :-

- i. These rules may be called the Andaman and Nicobar Islands (Port Blair Municipal Council) Recruitment Rules, 2010.
- ii. They shall come into force on the date of their publication in the Official Gazette.

2. No. of posts, its classification and the scale of pay :-

The number of posts, classification and the scale of pay attached thereto shall be specified in paras 2, 3 & 4 of the Schedules-I, II, III, IV, V & VI annexed hereto.

3. Method of recruitment, age limit, qualifications :-

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be specified in paras 5 to 15 of the Schedules annexed hereto.

4. Disqualifications:-

No person,

- a. Who has entered into or contracted a marriage with a person having a spouse living;

or

- b. Who, having spouse living, has entered into or contracted a marriage with any person(s), shall be eligible for appointment to the said post:

Provided that the Lt. Governor (Administrator), A&N Islands, may if, satisfied that such marriage is permissible under the personal law, applicable to such persons and the other party to the marriage or there are other grounds for so doing exempt any person from the operation of these rules.

5. Power to relax:-

Where the Lt. Governor (Administrator), A&N Islands is of the opinion that it is necessary or expedient to do so, he may by order, for reasons to be recorded in writing and if necessary relax any of the provisions of these rules, with respect to any class or category of person(s).

6. Saving:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. Genl. (Retd.) Bhopinder Singh,
Lieutenant Governor, A&N Islands.**

By order and in the name of the Lieutenant Governor, A&N Islands.

**Sd./-
Assistant Secretary (UD)**

SCHEDULE-I

**RECRUITMENT RULES FOR THE POST OF SANITARY OFFICER IN
PORT BLAIR MUNICIPAL COUNCIL**

| | | |
|----|--|---|
| 1. | Name of post | Sanitary Officer |
| 2. | No. of post | 1 (One) 2011* *(Subject to variation dependent on workload) |
| 3. | Classification | Group 'B', (Municipal Services) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs. 9300-34800 (PB-2) with Grade Pay Rs. 4600 |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Whether benefits of added years of service admissible under the Municipal Council Pension Rule, 1992 | Not applicable |
| 7. | Age limit for direct recruitment | Not exceeding 30 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government). (The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates on India and not the closing date (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J&K State, Lahul and Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshadweep). |
| 8. | Educational qualifications required for direct recruitment | Essential: 1. M.Sc. in Microbiology/Epidemiology from a recognized University. 2. Should qualify in the written test to be conducted by the Council or authorized Recruitment Agency |
| 9. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees ? | Not applicable |

| | | |
|-----|--|--|
| 10. | Period of probation, if any | 2 years |
| 11. | Method of recruitment, whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods | By promotion failing which by direct recruitment |
| 12. | In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made | Promotion:- From amongst the Senior Sanitary Inspector of the Council in the PB-I with Grade Pay of Rs. 2800 with 11 years regular service in the grade |
| 13. | If a DPC exists, what is its composition ? | DPC composition as per Rule 5(3) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008:- Secretary(UD),A&N Administration - Chairman Secretary, Municipal Council - Member Officer of the rank of Assistant - Member Secretary or above (UD), A&N Administration Two Experts to be nominated by - Member Chief Secretary, A&N Administration |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment | Not applicable Approval of Administrator shall be necessary as defined under Section 24(2) of A&N Islands (Municipal) Regulation, 1994 |
| 15. | Job description | Attached as Annexure to Schedule - I |

Annexure to Schedule – I

The duties of the Sanitary Officer are as below:-

1. To be over all in-charge of the Sanitary Section.
2. To be responsible for the deployment of Sanitary Staff/Mazdoors to various Sections/Zones for smooth functioning of the Sanitary works.
3. To supervise the activities of Sr. Sanitary Inspectors, Sanitary Inspectors and other Sanitary Supervisory Staff in Municipal area.
4. To be responsible for proper collection including road and street sweeping, transportation, processing and disposal of waste from the Municipal area.
5. To co-ordinate to ensure a high level of sanitation on all roads, lanes, markets, parks, other public and toilet complexes in the Municipal area.
6. To plan and organize interaction with community leaders for creating awareness about the cleanliness in town.
7. To supervise the activities of supervisory staff including Sr. SIs/SIs to control stray cattle, stray dogs and pig menace in the Municipal area.
8. To assess the day-to-day requirement of sanitary tools and instruments in different zone and take action for prompt collection and distribution of the same.
9. To supervise the maintenance of proper records and registers maintained by Sr. Sanitary Inspectors and Sanitary Inspectors.
10. To be responsible for collection of report on the day-to-day activities from the Sr. SIs and SIs, its compilation, analysis and its periodic submission (weekly reports and monthly reports) to Secretary.
11. To ensure up-to-date inventory and stock register of all the stores and equipments supplied to Sr. SIs and to be responsible for its correct accounting.
12. To be responsible to prepare and display proper chart explaining clearly the geographical area, distribution of man power and the nature of activities in the Municipal area.
13. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the council.

SCHEDULE-II**RECRUITMENT RULES FOR THE POST OF Sr. SANITARY INSPECTOR IN
PORT BLAIR MUNICIPAL COUNCIL**

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|-----|--|---|
| 1. | Name of post | Sr. Sanitary Inspector |
| 2. | Number of post | 05 (Five) 2011* *(Subject to variation dependent on workload) |
| 3. | Classification | Group 'C'(Municipal Services) |
| 4. | Pay Band and Grade Pay /Pay Scale | Rs.5200-20200 (PB-1) with Grade Pay Rs. 2800 |
| 5. | Whether selection or non-selection post | Non-selection |
| 6. | Whether benefits of added years of service admissible under the Municipal Council Pension Rule,1992 ? | Not applicable |
| 7. | Age limit for direct recruits | No |
| 8. | Educational qualifications for direct recruitment | Not applicable |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ? | Not applicable |
| 10. | Period of probation, if any | 2 years |
| 11. | Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods | 100% by promotion |
| 12. | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Promotion:- From amongst the Sanitary Inspector of the Council in the PB-I with Grade Pay of Rs. 2400 with 5 years regular service in the grade |
| 13. | If a DPC exists, what is its composition ? | DPC composition as per Rule 5(4) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008:- Secretary, Municipal Council - Chairman Officer of the rank of Assistant Secretary - Member or above(UD), A&N Administration Two Experts to be nominated by - Member Chief Secretary, A&N Administration |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment | Not applicable Approval of Administrator shall be necessary as defined under Section 24(2) of A&N Islands (Municipal) Regulation, 1994 |
| 15. | Job description | Attached as Annexure to Schedule-II |

Annexure to Schedule – II**The duties of the Sr. Sanitary Inspector are as below:-**

1. To be the over all in-charge of all sanitary aspects of the area placed under his charge. To supervise the work of Sanitary Inspectors, Sr. S. Supervisors and Sanitary Supervisors under his charge.
2. To ensure that all roads, lanes, markets, parks, other public places and toilet complex etc under his charge are kept clean by regular sweeping in these places. To ensure that DLR is truthfully filled in and faithfully implemented, i.e. put to work.
3. To ensure that garbage collection from all the community bins and transportation to the dumping ground / SWM Site. It will be to control stray cattle, stray dogs and pig menace. To prevent stocking of building materials on road / lane, public place etc.
4. To ensure that the Receipt Books issued to the Sanitary Inspectors for imposition of fines for committing nuisance are inspected every month and submission of report to the Sanitary Officer.
5. To inspect the Food Handling premises in and to report the lack of hygiene to the superior Officers.
6. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

SCHEDULE-III**RECRUITMENT RULES FOR THE POST OF SANITARY INSPECTOR IN
PORT BLAIR MUNICIPAL COUNCIL**

| | | |
|----|--|--|
| 1. | Name of post | Sanitary Inspector |
| 2. | Number of post | 12 (Twelve) 2011* *(Subject to variation dependent on workload) |
| 3. | Classification | Group 'C'(Municipal Services) |
| 4. | Pay Band and Grade Pay /Pay Scale | Rs. 5200-20200 (PB-1) with Grade Pay Rs. 2400 |
| 5. | Whether selection or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | 18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note:- The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange / applications from candidates. |
| 7. | Whether benefits of added years of service admissible under the Municipal Council Pension Rule, 1992 ? | Not applicable |
| 8. | Educational qualifications for direct recruitment | <p>Essential:-</p> <ol style="list-style-type: none"> 1. Pass in Senior Secondary School Examination (XIIth Std.) from a recognized Board /University. 2. Diploma in Sanitary Inspector Course from a recognized Institution. 3. Should qualify in the written test to be conducted by the Council/Administration/Recruitment Agency. <p>Desirable:-</p> <p>Bachelor's Degree in Microbiology from a recognized University.</p> |

| | | |
|-----|---|--|
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ? | Age – No EQ – Yes |
| 10. | Period of probation, if any | 2 years |
| 11. | Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods | 50% by promotion failing which by direct recruitment 50% by direct recruitment |
| 12. | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Promotions:- From amongst Senior Sanitary Supervisor in the Pay Scale in PB-1 Rs.5200-20200 with Grade Pay of Rs.1900 with 8 years regular service in the grade possessing the educational qualifications prescribed for direct recruitment under para 8 |
| 13. | If a DPC exists, what is its composition? | DPC composition as per Rule 5(4) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008:- Secretary, Municipal Council - Chairman Officer of the rank of Assistant Secretary or above(UD), A&N Administration - Member Two Experts to be nominated by Chief Secretary, A&N Administration - Member |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment | Not applicable Approval of Administrator shall be necessary as defined under Section 24(2) of A&N Islands (Municipal) Regulation, 1994 |
| 15. | Job description | Attached as Annexure to Schedule-III |

Annexure to Schedule – III

The duties of the Sanitary Inspector are as below:-

1. To be the over all in-charge of all sanitary aspects of the area placed under his charge.
2. To supervise the work of Sr. S. Supervisor and Sanitary Supervisor under his charge. To ensure that all roads, lanes, markets, parks other places and toilet complex etc. under his charge are kept clean and there is daily sweeping in these places.
3. To ensure that DLR is truthfully filled in and faithfully implemented, i.e. put to work. To ensure that garbage is regularly collected from all community bins and transported safely to the dumping ground. It will be his duty to ensure against activities such as stray cattle on the roads, stray dogs, stacking of building materials. Such things should never be allowed to be dumped on the roadsides, which create traffic hazards. To ensure that pigs do not enter the Municipal limits of his charge and nuisance of other types is not committed by anybody.
4. To ensure that the Receipt Book issued to him for imposition of fines on persons committing nuisance, is used in an appropriate manner and regularly so that un-civic activities are controlled fully.
5. To take suitable steps for keeping the drains cleared of solid waste.
6. To be responsible regular cleaning of the sea beach and seashore of the town area during low tides.
7. Any other duty which may be assigned by Superior Officers in case of any exigency or in the interest of the Council.
8. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

SCHEDULE-IV**RECRUITMENT RULES FOR THE POST OF Sr. SANITARY SUPERVISOR IN
PORT BLAIR MUNICIPAL COUNCIL**

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| 1. | Name of post | Sr. Sanitary Supervisor |
| 2. | Number of post | 10 (Ten) 2011* *(Subject to variation dependent on workload) |
| 3. | Classification | Group 'C' (Municipal Services) |
| 4. | Pay Band and Grade Pay /Pay Scale | Rs.5200-20200 (PB-1) with Grade Pay Rs. 1900 |
| 5. | Whether selection or non-selection post | Non-selection |
| 6. | Whether benefits of added years of service admissible under the Municipal Council Pension Rule, 1992 ? | Not applicable |
| 7. | Age limit for direct recruits | No |
| 8. | Educational qualifications for direct recruitment | Not applicable |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ? | Not applicable |
| 10. | Period of probation, if any | 2 years |
| 11. | Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods | 100% by promotion |
| 12. | In case of recruitment by promotion/ deputation/transfer, grades from which promotion / deputation / transfer to be made | Promotion: From amongst the Sanitary Supervisor of the Council in the PB-1 with Grade Pay of Rs. 1800 with 4 years regular service in the grade |
| 13. | If a DPC exists, what is its composition? | DPC composition as per Rule 5(4) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008:- Secretary, Municipal Council - Chairman Officer of the rank of Assistant Secretary or above(UD), A&N Administration - Member Two Experts to be nominated by Chief Secretary, A&N Administration - Member |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment | Not applicable Approval of Administrator shall be necessary as defined under Section 24(2) of A&N Islands (Municipal) Regulation, 1994 |
| 15. | Job description | Attached as Annexure to Schedule-IV |

Annexure to Schedule – IV**The duties of the Sr. Sanitary Supervisor are as below:-**

1. To be responsible for cleanliness in his area, including sweeping of roads, lanes, public places, markets parks and toilet complexes. To supervise the work of Sanitary Supervisor, Jawabdars and Sanitary Mazdoors placed under his charge.
2. To ensure that garbage is regularly collected from all the community bins and transported safely to the dumping ground. To ensure that no nuisance is committed at public places and on roads.
3. To ensure that building materials or wood logs etc. are not dumped on the roadsides by anybody. To take immediate action against such activities.
4. To ensure that Stray Dogs, Cattle and other animals do not roam freely on the roads. All such animals should be immediately confirmed to the Cattle Pound. To ensure that Pigs do not enter the Municipal Limits of his charge. The same should immediately impounded and transported to Brookshabad Pig shed. To ensure that drains in his area are kept free from solid waste and they are regularly cleaned.
5. To ensure that adequate steps are taken for checking pollution of the sea and also seashore of the town area cleaned immediately during low tides.
6. Any other duty, which may be assigned by his superior Officers in case of any exigency or in the interest of the Council.
7. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

SCHEDULE-V**RECRUITMENT RULES FOR THE POST OF SANITARY SUPERVISOR IN
PORT BLAIR MUNICIPAL COUNCIL**

| | | |
|-----|---|--|
| 1. | Name of post | Sanitary Supervisor |
| 2. | Number of posts | 18 (Eighteen) 2011* *(Subject to variation dependent on workload) |
| 3. | Classification | Group 'C' (Municipal Services) |
| 4. | Pay Band and Grade Pay /Pay Scale | Rs. 5200-20200 (PB-1) with Grade Pay Rs. 1800 |
| 5. | Whether selection or non-selection post | Not applicable |
| 6. | Whether benefits of added years of service admissible under the Municipal Council Pension Rule, 1992 ? | Not applicable |
| 7. | Age limit for direct recruits | No |
| 8. | Educational qualifications for direct recruitment | Not applicable |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ? | Not applicable |
| 10. | Period of probation, if any | Not applicable |
| 11. | Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods | 100% by transfer |

| | | |
|-----|---|--|
| 12. | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Transfer: From amongst the Sanitary Jawabdar of Council in the PB-1 with Grade Pay of Rs. 1800 with 5 years regular service in the grade |
| 13. | If a DPC exists, what is its composition? | DPC composition as per Rule 5(4) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008:- Secretary, Municipal Council - Chairman Officer of the rank of Assistant Secretary or above(UD), A&N Administration - Member Two Experts to be nominated by Chief Secretary, A&N Administration - Member |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment | Not applicable Approval of Administrator shall be necessary as defined under Section 24(2) of A&N Islands (Municipal) Regulation, 1994 |
| 15. | Job description | Attached as Annexure to Schedule-V |

Annexure to Schedule – V

The duties of the Sanitary Supervisor are as below:-

1. To be responsible for cleanliness in his area, including sweeping of roads, lanes, public places, markets parks and toilet complexes. He shall supervise the work of Jawabdars and Sanitary Mazdoors placed under his charge.
2. To ensure that garbage is regularly collected from all the community bins and transported safely to the dumping ground. To ensure that no nuisance is committed at public places and on roads. To ensure that building materials or wood logs etc. are not dumped on the roadsides by anybody.
3. To take immediate action against such activities.
4. To ensure that Stray Dogs, Cattle and other animals do not roam freely on the roads. All such animals should be immediately confirmed to the Cattle Pound. It will be his duty to ensure that Pigs do not enter the Municipal Limits of his charge. The same should immediately impounded and transported to Brookshabad Pig shed.
5. To ensure that drains in his area are kept free from solid waste and they are regularly cleaned.
6. To ensure that adequate steps are taken for checking pollution of the sea and also seashore of the town area cleaned immediately during low tides.
7. Any other duty, which may be assigned by his superior Officers in case of any exigency or in the interest of the Council.
8. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

SCHEDULE-VI**RECRUITMENT RULES FOR THE POST OF SANITARY JAWABDAR IN
PORT BLAIR MUNICIPAL COUNCIL**

| | | |
|-----|--|--|
| 1. | Name of post | Sanitary Jawabdar |
| 2. | Number of posts | 40 (Forty) 2011* *(Subject to variation dependant on workload) |
| 3. | Classification | Group 'C' (Municipal Services) |
| 4. | Pay Band and Grade Pay /Pay Scale | Rs. 5200-20200 (PB-1) with Grade Pay Rs. 1800 |
| 5. | Whether selection or non-selection post | Not applicable |
| 6. | Whether benefits of added years of service admissible under the Municipal Council Pension Rule, 1992 ? | Not applicable |
| 7. | Age limit for direct recruits | No |
| 8. | Educational qualifications for direct recruitment | Not applicable |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ? | Not applicable |
| 10. | Period of probation, if any | Not applicable |
| 11. | Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods | 100% by transfer |
| 12. | In case of recruitment by promotion/ deputation/transfer, grades from which promotion / deputation / transfer to be made | Transfer: From amongst the Sanitary Mazdoor of the Council in the PB-1 with Grade Pay of Rs. 1800 with 8 years regular service in the grade. |
| 13. | If a DPC exists, what is its composition? | DPC composition as per Rule 5(4) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008:- Secretary, Municipal Council - Chairman Officer of the rank of Assistant - Member Secretary or above(UD), A&N Administration Two Experts to be nominated by - Member Chief Secretary, A&N Administration |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment | Not applicable Approval of Administrator shall be necessary as defined under Section 24(2) of A&N Islands (Municipal) Regulation, 1994 |
| 15. | Job description | Attached as Annexure to Schedule-VI |

Annexure to Schedule – VI

The duties of the Sanitary Jawabdar are as below:-

1. To be responsible for cleanliness of the assigned area including sweeping of road footpath drains or public places.
2. To ensure that sanitary mazdoors attend and leave at their respective site on time.
3. To report daily activities to superior.
4. Any other duties which may be assigned by his superior in case of any exigency or in the interest of the Council.
5. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.
